



# Search for an Improvement – Criteria

## Overview

The Property Accountability module Improvement process provides the ability to add improvement records to Real Property and serially managed Direct Input Asset Improvements and gives users the capability to convert completed Construction In Progress (CIP) projects to Improvements. When deleting / removing an Improvement, there will not be an option for the Sale of an Improvement.

An Improvement is any change made to an asset that increases its value, performance or its useful life. Examples include:

- Installing utilities on unimproved land
- Excavating, clearing and landscaping real property
- Adding a functional part or accessory to a vehicle

Leasehold Improvements are repairs or improvements, usually prior to occupancy, made to a leased facility by the lessee. The cost is then added to fixed assets and amortized over the life of the lease.

The process will display different entry fields in each page depending on the Type Action selected.

## Navigation

Accounting > Improvement > Improvement Search Criteria page

## Procedures

### Search for an Asset Improvement

*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.*







## Search a Direct Input Real Property Improvement

1. Use to select the Type Action.

### Search Criteria

Type Action

UIC

RPUID

Instl Nbr

Fac Nbr

Impv Nbr

2. Select . The **Improvement Search Results** page appears.

### Search Criteria

Type Action  
Direct Input Real Property Impv

UIC  
BROOKS

RPUID  
87077

Instl Nbr  
-

Fac Nbr  
-

Impv Nbr  
-

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### Search Results

Update	Delete	Rcpt Doc Nbr	Fac Nbr	Instl Nbr	Impv Nbr	RPUID	Fac Name
<a href="#">Update</a>	<a href="#">Delete</a>	BR00KS71601000	312	N32414	10001	87077	ADMINISTRATION BLDG





## Search a CIP Real Property Improvement

1. Use to select the Type Action.

### Search Criteria

Type Action

UIC

RPUID

Instl Nbr

Fac Nbr

2. Select . The **Improvement Search Results** page appears.

### Search Criteria

Type Action  
CIP Real Property Impv

UIC  
BROOKS

RPUID Instl Nbr Fac Nbr  
.. .. ..

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### Search Results

Select	Fac Nbr	Instl Nbr	RPUID	Fac Name
Add	312	N32414	87077	ADMINISTRATION BLDG





## Search a CIP Asset Improvement

1. Use to select the Type Action.

### Search Criteria

Type Action

UIC

Asset Id

Stock Nbr

Serial Nbr

2. Select . The **Improvement Search Results** page appears.

### Search Criteria

Type Action  
CIP Real Property Impv

UIC  
BROOKS

RPUID                                  Instl Nbr                                  Fac Nbr  
..    ..    ..

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### Search Results

Select	Fac Nbr	Instl Nbr	RPUID	Fac Name
Add	312	N32414	87077	ADMINISTRATION BLDG





# Add an Improvement

## Navigation

Accounting > Improvement > Search Criteria >  > Search Results > Add hyperlink > Improvement Add page

## Procedures

Selecting  at any point of this procedure removes all revisions and closes the page.  
**Bold** numbered steps are required.

### Helpful Tip



Unless directed otherwise – Accept the default value “A—DoD Threshold”.

### Note



The date must be greater than or equal to the system date.





### Add a CIP Real Property Improvement

1. Update the fields on the Add tab.

**Add**

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**UIC**                BROOKS

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**Fac Name**        ADMINISTRATION BLDG

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**Instl Nbr**        N32414

---

**RPUID**            87077

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**Fac Nbr**           312

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**Impv Nbr**

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**Type Action**      ▼

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**\*Yrs Svc Life**   

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**ACC**                Building - 45 Yrs

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**\*Reason Cd**       ▼

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**Deprn Prd**        240






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**Rcpt Doc Nbr**     🔍





## Help Reference Guide

Oblign Doc Nbr	<input type="text"/>
Impv Cost Amt	<input type="text" value="5000.00"/>
Fund Cd/ASN	<input type="text" value="Select an Item"/> ▼
Cptl Cd	<input type="text" value="A-DoD Threshold"/> ▼
Acq Dt	<input type="text"/> 
Eff Dt	<input type="text" value="5/19/2023"/> 
Owng Cost Center	<input type="text"/> 
Owng Cost Center Desc	<input type="text"/>
Fndng Cost Center	<input type="text"/> 
Fndng Cost Center Desc	<input type="text"/>
Task Cd	<input type="text"/>
Job Order Nbr	<input type="text"/>
LOA	<input type="text"/> 







## Help Reference Guide

Trading Partner Nbr

Remarks

History Remarks

- A. Enter the YRS SVC LIFE. *This is a 3 alphanumeric character field.*
- B. Use  to select the Reason Cd.
- C. Select . *The **Improvement Cost Transaction Status** page appears.*





### Add a CIP Asset Improvement

1. Update the fields on the Add tab.

**Add**

UIC	BROOKS
Item Desc	NODE
Stock Nbr	789654123
Asset Id	BROOKS000085
Serial Nbr	
Impv Nbr	
Type Action	New Procurement
*Yrs Svc Life	5
*Reason Cd	Select an Item
Rcpt Doc Nbr	<input type="text"/>
Oblign Doc Nbr	<input type="text"/>
Impv Cost Amt	500000.00
Fund Cd/ASN	Select an Item





## Help Reference Guide

Cptl Cd	<input type="text" value="A-DoD Threshold"/>	▼
Acq Dt	<input type="text"/>	
Eff Dt	<input type="text" value="5/19/2023"/>	
Owng Cost Center	<input type="text"/>	
Owng Cost Center Desc	<input type="text"/>	
Fndng Cost Center	<input type="text"/>	
Fndng Cost Center Desc	<input type="text"/>	
Task Cd	<input type="text"/>	
Job Order Nbr	<input type="text"/>	
LOA	<input type="text"/>	
Cntr/PO Nbr	<input type="text"/>	
SPIIN	<input type="text"/>	
CLIN	<input type="text"/>	
SLIN	<input type="text"/>	







# Update an Improvement – Type Action

## Navigation

Accounting > Improvement > Search Criteria >  > Search Results > Update hyperlink > Improvement Update – Type Action page

## Procedures

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

### Update an Asset Improvement – Type Action

1. Select the Update hyperlink on the desired row. The **Asset Improvement Update – Type Action** page appears.





Update

UIC	BROOKS
Item Desc	NU ROCKET
Stock Nbr	1127SM00003
Asset Id	KMK21504002
Serial Nbr	KMK21504002-002
Impv Nbr	00001
Type Action	New Procurement - Update ▼

[Cancel](#) [Continue](#)

- A. Use ▼ to select the Type Action. Choose *New Procurement - Update*.
- B. Select [Continue](#). The **Asset Improvement Update** page appears.

### Update a Direct Input Real Property Improvement – Type Action



1. Select the Update hyperlink on the desired row. The **Update a Direct Input Real Property Improvement –Type Action** page appears.





Update

UIC	BROOKS
Fac Name	NAVAIDS BLDG
Instl Nbr	42155
RPUID	261628
Fac Nbr	968
Impv Nbr	10001
Type Action	New Procurement - Update ▼

- A. Use  to select the Type Action. Choose *New Procurement - Update*.
- B. Select . The **Direct Input Real Property Improvement Update** page appears.





# Update an Improvement

## Navigation

Accounting > Improvement > Search Criteria >  > Search Results > Update hyperlink > Update an Improvement – Type Action >  > Improvement Update page

## Procedures

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

### Note



OBLIGN DOC NBR is not available to edit for Price Correction or Price Revaluation. The IMPV COST AMT is only available to edit when completing a Price Correction or Price Revaluation.







### Update an Asset Improvement

1. Select the Update hyperlink. *The **Update – Type Action** page appears.*

#### Update

UIC	BROOKS
Item Desc	NU ROCKET
Stock Nbr	1127SM00003
Asset Id	KMK21504002
Serial Nbr	KMK21504002-002
Impv Nbr	00001
Type Action	New Procurement - Update ▼

[Cancel](#) [Continue](#)

- A. Use  to select the Type Action. *Choose New Procurement - Update.*
- B. Select . *The main Update page appears.*










### Update

UIC	BROOKS
Item Desc	NU ROCKET
Stock Nbr	1127SM00003
Asset Id	KMK21504002
Serial Nbr	KMK21504002-002
Impv Nbr	00001
Type Action	New Procurement - Update
*Yrs Svc Life	<input type="text" value="0"/>
*Reason Cd	<input type="text" value="Select an Item"/>
Rept Doc Nbr	<input type="text" value="BR00KS63364000"/>
Oblign Doc Nbr	<input type="text" value="BR00KS63364000"/>
Trans Doc Nbr	<input type="text" value=""/> <input type="button" value="Q"/>
Impv Cost Amt	3521000.00





## Help Reference Guide



Fund Cd/ASN	Select an Item	▼
Cptl Cd	A-DoD Threshold	▼
Acq Dt	2/10/2015	
Eff Dt	2/10/2015	
Owng Cost Center	DMB068	
Owng Cost Center Desc	SAT 2012 COST CENTER WITH ASSEST	
Fndng Cost Center	DMB068	
Fndng Cost Center Desc	SAT 2012 COST CENTER WITH ASSEST	
Task Cd	<input type="text"/>	
Job Order Nbr	<input type="text"/>	
LOA	<input type="text"/>	
Cntr/PO Nbr	<input type="text"/>	
SPIIN	<input type="text"/>	





## Help Reference Guide

CLIN	<input type="text"/>
SLIN	<input type="text"/>
ACRN	<input type="text"/>
Transfer Type Cd	0-Transfer Type Cd not required
Remarks	<input type="text"/>
History Remarks	<input type="text"/>

- A. Update the YRS SVC LIFE, entering the revised number in the field provided. *This is a 3 alphanumeric character field.*
- B. Update the Reason Cd, using  to select the desired code.
- C. Select . The **Improvement Cost Transaction Status page** appears.







### Update a Direct Input Real Property Improvement

1. Select the Update hyperlink. The **Update – Type Action** page appears.

#### Update

UIC	BROOKS
Fac Name	NAVAIDS BLDG
Instl Nbr	42155
RPUID	261628
Fac Nbr	968
Impv Nbr	10001
Type Action	New Procurement - Update ▼

- A. Use  to select the Type Action. Choose *New Procurement - Update*.
- B. Select . The main Update page appears.





### Update

UIC                BROOKS

Fac Name        NAVAIDS BLDG

Instl Nbr        42155

RPUID           261628

Fac Nbr         968

Impv Nbr        10001

Type Action     New Procurement - Update

\*Yrs Svc Life   

ACC             Building - 45 Yrs

\*Reason Cd    

Deprn Prd      240

Rcpt Doc Nbr   

Oblign Doc Nbr  






Trans Doc Nbr    

Impv Cost Amt   15000357.66







## Help Reference Guide

Fund Cd/ASN	68-	▼
Cptl Cd	A-DoD Threshold	▼
Acq Dt	9/30/2014	
Eff Dt	9/30/2014	
Owng Cost Center	DMB068	
Owng Cost Center Desc	SAT 2012 COST CENTER WITH ASSEST	
Fndng Cost Center	5H122	
Fndng Cost Center Desc	SEAN IS TESTING	
Task Cd	<input type="text"/>	
Job Order Nbr	<input type="text"/>	
LOA	<input type="text"/>	
Transfer Type Cd	0-Transfer Type Cd not required	
Remarks	<input type="text"/>	
History Remarks	TFS24798 - Fixed bad ACC/asset code	

- A.** Update the YRS SVC LIFE, entering the revised number in the field provided. *This is a 3 alphanumeric character field.*





- B. Update the Reason Cd, using  to select the desired code.
- C. Select . The **Improvement Cost Transaction Status page** appears.





# Delete an Improvement

## Navigation

Accounting > Improvement > Search Criteria >  > Search Results > Delete hyperlink > Improvement Delete page

## Procedures

Selecting  at any point of this procedure removes all revisions and closes the page.  
**Bold** numbered steps are required.





### Delete an Asset Improvement

1. Update the fields on the Delete tab.

To complete delete action, select Delete; otherwise, select Cancel

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#### Delete

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UIC	BROOKS
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Item Desc	NU ROCKET
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Stock Nbr	1127SM00003
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Asset Id	KMK21504002
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Serial Nbr	KMK21504002-002
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Impv Nbr	00001
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Type Action	<input type="text" value="AAR"/> ▼
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*Yrs Svc Life	<input type="text"/>
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*Reason Cd	Select an Item
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Rcpt Doc Nbr	BR00KS63364000
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Oblign Doc Nbr	BR00KS63364000
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Trans Doc Nbr	<input type="text"/> 🔍
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## Help Reference Guide

Impv Cost Amt	3521000.00
Fund Cd/ASN	68-
Cptl Cd	A-DoD Threshold
Retirement/Dspsl Dt	<input type="text" value="5/23/2023"/> 
Acq Dt	02/10/2015
Eff Dt	02/10/2015
Owng Cost Center	ABCDE
Owng Cost Center Desc	BPG COST CENTER
Fndng Cost Center	ABCDE
Fndng Cost Center Desc	BPG COST CENTER
Task Cd	
Job Order Nbr	
LOA	
Cntr/PO Nbr	
SPIIN	
CLIN	







SLIN	
ACRN	
Transfer Type Cd	0-Transfer Type Cd not required
Trading Partner Nbr	<input type="text"/>
Trading Dept Cd	
Trading Dept Cd To	<input type="text"/>
Trading Basic Symbol	
Trading Basic Symbol To	<input type="text"/>
Trading Subhead	
Trading Subhead To	<input type="text"/>
Remarks	BPG TEST
History Remarks	<input type="text"/>

- A.** Update the YRS SVC LIFE, entering the revised number in the field provided. *This is a 3 alphanumeric character field.*
- B.** Verify the REASON CD.





## Help Reference Guide

- C. Update the TRANS DOC NBR, using  to browse for the number. *This is a 15 alphanumeric character field.*
- D. Update the TRADING PARTNER NBR, entering the revised number in the field provided. *This is a 9 alphanumeric character field.*
- E. *Verify the Remarks.*
- F. Update the History Remarks, entering the revised remarks in the field provided. *This is a 256 alphanumeric character field.*
- G. Select . The **Improvement Cost Transaction Status** page appears.





### Delete a Direct Input Real Property Improvement

1. Update the fields on the Delete tab.

To complete delete action, select Delete; otherwise, select Cancel

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#### Delete

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UIC	BROOKS
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Fac Name	NAVAIDS BLDG
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Instl Nbr	42155
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RPUID	261628
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Fac Nbr	968
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Impv Nbr	10001
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Type Action	<input type="text" value="AAR"/> ▼
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*Yrs Svc Life	<input type="text" value="20"/>
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ACC	Building - 45 Yrs
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*Reason Cd	Select an Item
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Deprn Prd	240
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Rcpt Doc Nbr	BR00KS63361002
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Oblign Doc Nbr	BR00KS63361002
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## Help Reference Guide

Trans Doc Nbr  

Impv Cost Amt 15000357.66

Fund Cd/ASN 68-

Cptl Cd A-DoD Threshold

Retirement/Dspsl Dt 5/23/2023 

Acq Dt 09/30/2014

Eff Dt 09/30/2014

Owng Cost Center DMB068

Owng Cost Center Desc SAT 2012 COST CENTER WITH ASSESTS ASSIGNED

Fndng Cost Center 5H122

Fndng Cost Center Desc SEAN IS TESTING

Task Cd

Job Order Nbr

LOA

Transfer Type Cd 0-Transfer Type Cd not required

Trading Partner Nbr





Trading Dept Cd

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Trading Dept Cd To

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Trading Basic Symbol

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Trading Basic Symbol To

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Trading Subhead

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Trading Subhead To


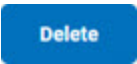
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Remarks

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History Remarks

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- A. Update the YRS SVC LIFE, entering the revised number in the field provided. *This is a 3 alphanumeric character field.*
- B. Update the TRANS DOC NBR, using  to browse for the number. *This is a 15 alphanumeric character field.*
- C. Update the TRADING PARTNER NBR, entering the revised number in the field provided. *This is a 9 alphanumeric character field.*
- D. Verify the Remarks.
- E. Update the History Remarks, entering the revised remarks in the field provided. *This is a 256 alphanumeric character field.*
- F. Select . The **Improvement Transaction Status** page appears.

